

JAC Advisory Group – Background notes

June 2016

Housekeeping

- Meetings are held 8 – 10 times per year
- Meetings take place on a Wednesday afternoon with a duration of approximately 1.5 hours
- Dates set so far for 2016 are: 6 July, 21 September, 19 October and 23 November
- All papers are sent in advance and if a member cannot attend comments are welcomed in advance
- It is not possible for the JAC to reimburse travel expenses

Review

- The JAC has had an Advisory Group since 2007 but it has changed over that time
- The JAC commenced a review process in 2015 and are working with an interim format. This involves using 'subject matter leads' (SMLs). These are individually assigned members to selection exercises, and can help with the development of materials at an earlier stage of the process

Membership

- Although it may seem untimely to recruit new members when the group is about to undergo a review, the JAC continues to value input from group members and new members may have some useful observations and suggestions, and provide a source of expertise for SMLs
- The JAC is still developing its approach to membership which provides an opportunity to invite a third member of the group. The JAC strives to have a good mix of backgrounds without any group being over or under represented, and does not wish to overburden any individual member. The JAC will continue to develop the membership with those aims in mind
- The JAC asks that members stand down from the group should they wish to apply for an exercise
- The group works in a collegiate way, sharing advice and guidance
- Members work with confidential materials that will be used in 'live' exercises. The JAC needs a secure email address to which materials will be sent and they must not be shared